

Democracy North Carolina

1821 Green Street, Durham, NC 27705

Voter Outreach Coordinator (Youth and Nonprofit Service Agencies)

Organization Overview

Democracy North Carolina (Democracy NC) is a nonpartisan organization that uses organizing, advocacy, and research to protect the right to vote, reduce the influence of big money in politics, and advance fair representation in our state. Its model seeks to build a multi-racial, multi-class civic culture, driven especially by the participation of North Carolinians historically underrepresented in the political process, especially people of color. It also works to achieve specific structural reforms that increase access to the political process. For 25 years, this 501(c)3 nonprofit organization (and its predecessor, Democracy South) has taken on powerful institutions and political leaders, regardless of party, and promoted reforms that expand public involvement in civic life. Democracy NC is a preeminent voting rights organization in its state and region, and works closely and in coalition with reform-minded local, state, and national partners.

Position Overview

The Voter Outreach Coordinator will be responsible for implementing two programs focused on improving voter participation and overall civic engagement among low-propensity voters. The first, Democracy NC's Nonprofit Voter Engagement program, provides financial and logistical support to nonprofit service agencies who assist their target populations in registering and committing to vote. The second, the organization's youth engagement agenda, involves facilitating campus outreach by the Democracy NC staff and managing a multi-organization youth engagement table. The position also plays a key role in implementing the organization's summer internship program, Democracy Summer.

The Voter Outreach Coordinator position is based in Democracy NC's Durham office and reports to the Organizing Director.

Responsibilities

Nonprofit Voter Engagement Program

- Recruit, vet, and provide support for between 20 and 40 nonprofit service agencies, who receive small grants to offer voter registration assistance and encourage community engagement among individuals using the agencies' services.

- Respond to questions and requests for assistance from participating organizations and Nonprofit VOTE, a national partner organization.
- Track organization's progress toward their voter registration goals; follow up as needed to provide guidance and assistance.
- Conduct trainings for newly participating organizations, and lead process for initial implementation.
- Conduct monthly check-ins with participating organizations in early summer, and weekly check-ins during the fall election period.
- Visit organizations to evaluate procedures and demonstrate effective models.
- Participate in monthly check-ins with Nonprofit VOTE.
- With Organizing Director, determine get-out-the-vote activities for participating organizations, which may include rides to the polls, phone banking, and/or materials distribution.
- Maintain system for organizations to submit copies of voter registration forms and pledge cards to coordinator for tracking
- Develop and maintain system to submit voter registration copies/scans and pledge card copies/scans to the data entry service provider.
- Other duties as assigned.

Youth Engagement and Democracy Summer

- Support Democracy NC staff conducting campus outreach by developing plan for campus-oriented activities led by students typically Democracy NC summer interns who have returned to their campuses, that supplements existing activity.
- Support student organizing and outreach efforts by communicating with students; facilitating connections and joint projects between students, Democracy NC staff, and partner organizations; and distributing digital and print resources to students.
- Coordinate quarterly meetings of the Millennial Voter Partnership (MVP), a youth civic engagement table that includes Democracy NC and three partner organizations.
- Promote, help select, and disburse mini-grants to student-led civic engagement projects; conduct outreach to campuses, convene monthly calls with partners to select mini-grant recipients.
- Facilitate collaboration with MVP partners on campus programming, and collect data for grant reporting.
- Lead recruitment for Democracy Summer undergraduate internship program by conducting outreach to students and campuses.
- Conduct initial read of Democracy Summer applications.
- With other staff, set content for Democracy Summer orientation and midpoint retreat.

Experience and Qualifications

- Experience working with volunteers.
- Experience with conducting voter engagement efforts, including phone banking, door-knocking, meeting with elected officials, and voter registration.
- Strong command of Microsoft Office programs, G-Suite productivity software, and ease in adapting to new technology, such as the Voter Activation Network, constituent resource management software, and social media applications.

Skills and Attributes

- Superior people skills; ability to understand and connect to people's motivations, ability to build strong relationships.
- Ability to work well independently and as part of a team.
- Strong interpersonal communication skills: direct, proactive communication style; ability to ask for support; ability to give and receive constructive feedback from colleagues and supervisors.
- Ability to stay self-organized, multi-task and manage multiple projects at once.
- Ability to travel and work some evenings and weekends
- Commitment to Democracy NC's mission and values, including racial equity; ability and willingness to work with diverse groups, including low-income North Carolinians, people of color, and residents of varying political ideologies; and in diverse settings, including both rural and urban environments.

Salary: Starting at \$42,000, depending on experience. Full benefits including paid time off, medical, dental, vision, life, and AD&D insurance and a retirement plan.

How to Apply: Send your cover letter, resume and contact information for three references to jobs@democracy-nc.org. Enter **Voter Outreach Coordinator** and your **Name** in the subject line. **No phone calls please.**

Democracy North Carolina is an equal opportunity employer committed to equity in the workplace. Our organization considers applicants equally of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, disability, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and respects the full range of the nation and state's diversity.